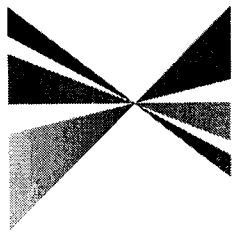


SOUTHERN CALIFORNIA



**ASSOCIATION of
GOVERNMENTS**

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Orange County Transportation Authority: Charles Smith, Orange County

Riverside County Transportation Commission: Robin Lowe, Hemet

Ventura County Transportation Commission: Bill Davis, Simi Valley

MEETING OF THE

ADMINISTRATION COMMITTEE

**Thursday, September 2, 2004
9:00 a.m. – 10:15 a.m.**

SCAG Offices

**818 W. 7th Street, 12th Floor
San Bernardino Conference Room
Los Angeles, California 90017
213. 236.1800**

Agenda Enclosed

If members of the public wish to review the attachments or have any questions on any of the agenda items, please contact Deby Salcido at 213.236.1993 or Salcido@scag.ca.gov.

Agendas and Minutes for the Administration Committee are also available at:

www.salcido@scag.ca.gov

SCAG, in accordance with the Americans with Disabilities Act (ADA), will accommodate persons who require a modification of accommodation in order to participate in this meeting. If you require such assistance, please contact SCAG at (213) 236-1868 at least 72 hours in advance of the meeting to enable SCAG to make reasonable arrangements. To request documents related to this document in an alternative format, please contact (213) 236-1868.

ADMINISTRATION COMMITTEE

AGENDA

	PAGE #	ACTIONS
4.0	<u>ACTION ITEMS</u>	
4.1	<u>Amendment to SCAG's Travel Policy RC Attachment</u>	123
	Recommended Action: Approve	
4.2	<u>Amendment of legal services contract with Fulbright & Jaworski & establishment of Legal Services Subcommittee</u>	
	Recommended Action: Approve	
4.3	<u>Maglev 2004 Conference in Shanghai RC Attachment</u>	131
	Recommended Action: Approve	
5.0	<u>INFORMATION ITEMS</u>	
5.1	<u>Monthly Financial Report RC Attachment</u>	Heather Copp, CFO 194
5.2	<u>Membership Dues RC Attachment</u>	Heather Copp CFO 202
5.3	<u>FY 05-06 Overall Work Program Priorities</u>	Jim Gosnell, Deputy Executive Director
5.4	<u>CFO Staff Report</u>	Heather Copp, CFO
6.0	<u>FUTURE AGENDA ITEMS</u>	
	Any committee members or staff desiring to place items on a future agenda may make such request. Comments should be limited to three minutes.	
7.0	<u>ANNOUNCEMENTS</u>	
8.0	<u>ADJOURNMENT</u>	

The next meeting is scheduled for Thursday, October 7, 2004 at the SCAG Offices, downtown Los Angeles.



ADMINISTRATION COMMITTEE

AGENDA

	PAGE #	ACTIONS
1.0 <u>CALL TO ORDER</u>		Councilmember Dixon, Chair
2.0 <u>PUBLIC COMMENT PERIOD</u> -- Members of the public desiring to speak on an agenda item, or agenda items not on the agenda, but within the purview of this committee, must notify the Secretary and fill out a speaker's card prior to speaking. A speaker's card must be turned in before the meeting is called to order. Comments will be limited to three minutes. The Chair may limit the total time for comments to twenty (20) minutes.		
3.0 <u>CONSENT CALENDAR</u>		
3.1 <u>Approval Items</u>		
3.1.1 <u>Approval of August 5, 2004 Minutes Attachment</u>	208	
3.1.2 <u>Contracts RC Attachment</u>	12	
• Managing Excellence Consulting Services	13	
• University of Southern California	15	
• Kaku Associates	17	
3.1.3 <u>Approve Draft Disadvantaged Business Enterprise Policy Statement RC Attachment</u>	19	
3.1.4 <u>Approve California Trucking Association Membership Dues RC Attachment</u>	100	
3.2 <u>Receive & File</u>		
3.2.1 <u>Contracts & PO's between \$5,000-\$25,000 RC Attachment</u>	101	
3.2.2 <u>Conflict of Interest Listing RC Attachment</u>	103	
3.2.3 <u>SCAG Legislative Matrix RC Attachment</u>	104	
3.2.4 <u>Report on On-Line Banking with Bank of the West. RC Attachment</u>	117	
3.2.5 <u>Approval of NARC Membership Dues RC Attachment</u>	119	
3.2.6 <u>Meeting Summary from Policy Committees RC Attachment</u>	121	



SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS
Administration Committee Minutes
August 5, 2004

THE FOLLOWING MINUTES ARE A SUMMARY OF ACTIONS TAKEN BY THE ADMINISTRATION COMMITTEE. AUDIO CASSETTE TAPES OF THE MEETING ARE AVAILABLE FOR LISTENING IN SCAG'S OFFICE.

The Administration Committee of the Southern California Association of Governments held its meeting at the SCAG Offices, 818 W. 7th Street, 12th Floor, Los Angeles, CA 90017. The meeting was called to order by the Chairperson, Councilmember Richard Dixon, City of Lake Forest. There was a quorum.

1.0 CALL TO ORDER

Chairman Richard Dixon called the meeting to order at 9:08 a.m.

Committee Members Present:

Mayor William Alexander	City of Rancho Cucamonga
Mayor Harry Baldwin	City of San Gabriel
Mayor Margaret Clark	City of Rosemead
Mayor Richard Dixon	City of Lake Forest
Supervisor Hank Kuiper	County of Imperial
Mayor Ron Loveridge	City of Riverside
Supervisor Judy Mikels	County of Ventura
Councilmember Bev Perry	City of Brea
Mayor Pro-Tem Greg Pettis	City of Cathedral City
Councilmember Ron Roberts	City of Temecula
Councilmember Deborah Robertson	City of Rialto
Vice Mayor Sidney Tyler	City of Pasadena
Councilmember Dennis Washburn	City of Calabasas
Mayor Toni Young	City of Port Hueneme
Mayor Bob Yousefian	City of Glendale

Committee Members Absent:

Councilmember Paul Bowlen	City of Cerritos
Councilmember Mike Dispenza	City of Palmdale
Mayor Alta Duke	City of La Palma
Councilmember Lee Ann Garcia	City of Grand Terrace
Mayor Pro-Tem Keith McCarthy	City of Downey
Councilmember Paul Nowatka	City of Torrance
Councilmember Pam O'Connor	City of Santa Monica
Councilmember Bea Proo	City of Pico Rivera

Staff Present:

Heather Copp	Chief Financial Officer
Charlie Wagner	Acting Manager of Finance

Others Present:

Zahi Faranesh	SCAG
Duane Bankey	SCAG
Ed Jones	SCAG Liaison
Ty Schuiling	SANBAG

000208

Others Present (Cont'd):

Jeff Lustgarten
Ed Paul

Cerrell Associates
SCAG

• **CHAIR & VICE-CHAIR ELECTIONS**

Councilmember Richard Dixon, Chair, opened the nominations for Chair and Vice-Chair.

Councilmember Bev Perry made a dual nomination, Councilmember Richard Dixon for Chair and Vice-Mayor Sidney Tyler for Vice-Chair. Supervisor Judy Mikels seconded the nomination.

It was MOVED (Supervisor Judy Mikels), SECONDED (Councilmember Bev Perry) to close the nominations. There being no objection the elections stand.

2.0 PUBLIC COMMENT PERIOD

No public comments.

3.0 CONSENT CALENDAR

Vice-Mayor Sidney Tyler asked that item 3.1.2, Fregonese Calthorpe be pulled.

The remainder of the Consent Calendar was MOVED (Supervisor Judy Mikels), SECONDED (Councilmember Bev Perry) and UNANIMOUSLY APPROVED.

3.1 Approval Items

3.1.1 Approval of June 3, 2004 Minutes

3.1.2 Contracts

- Fregonese Calthorpe

Vice-Mayor Sidney Tyler raised concern with the phrase “implement the strategy” and asked for clarification.

Lynn Harris, Manager of Community Development clarified that the consultant contract will develop a strategy for how we will go into the Region and talk with our government partners on how we implement the Compass Program and the 2% Strategy. She further clarified that the land use distributions on the COMPASS maps are expected to be continually reviewed and refined as we proceed with implementation.

The item was MOVED (Councilmember Bev Perry), SECONDED (Vice-Mayor Sidney Tyler) and APPROVED. Mayor Margaret Clark and Mayor Pro-Tem Greg Pettis voted AGAINST. 000209

Contracts (cont'd)

- David Evans & Associates
- AG/HP (Touchstone Lake, LLC (lease renewal)
- The Patina Group
- Project Manager for IT Implementation (TBD)

- 3.1.3 Approval of 2004-05 Membership Dues for CALCOG
- 3.1.4 Approve Draft Disadvantage Business Enterprise Goal and Methodology for Federal FY 2004-2005
- 3.1.5 Approve Co-Sponsorship of UCLA's Extension Public Policy Program 2004 Arrowhead Symposium
- 3.1.6 Approve Co-Sponsorship of Rail-Volution Conference to be held on Sept 18-22
- 3.1.7 Co-Sponsorship of So. California Leadership Class XV Tuition, Luncheon & Graduation
- 3.1.8 Authorize Foreign Travel for Ron Roberts & Mark Pisano to Make a Presentation at the Request of Seoul Development Institute Held in Seoul Korea in October 2004
- 3.1.9 Approve Coalition for America's Gateways and Trade Corridors for 2004
- 3.1.10 Approval to Sponsor 3rd Annual Inland Empire Transportation & Logistics Summit

3.2 Receive & File

- 3.2.1 FY 2004-2005 OWP Administrative Amendment
- 3.2.2 Contracts & PO's between \$5,000-\$25,000
- 3.2.3 Conflict of Interest Listing
- 3.2.4 SCAG Legislative Matrix

4.0 ACTION ITEMS

4.1 FY 2005-2006 Overall Work Program (OWP) Schedule

Mayor Toni Young asked if SCAG falls out of conformity, would this have an impact on the OWP schedule.

Karen Tachiki answered that this is only the schedule for development of the OWP. The schedule would not change but the products included in the OWP might change.

Vice-Mayor Sidney Tyler asked that an amendment be made to include a Management Summary of what is in the plan be provided, including written analysis and comparisons to the previous year.

Mayor Bob Yousefian asked that an amendment be made to also include a matrix for quick reference.

The Item was MOVED (Supervisor Judy Mikels), SECONDED (Mayor Toni Young) and UNANIMOUSLY APPROVED, as amended.

4.2 Authorize Executive Director to Terminate TranStar License Agreement With the Partnership and Enter Into Appropriate Agreements Including a MOU With the CTCs to Finally Dispose of the Rideshare and TranStar Programs and Assets

Additionally, the MOU is to include provisions recognizing the ability of the Partnership to provide uninterrupted services under existing contracts.

The Item was MOVED (Supervisor Judy Mikels), SECONDED (Councilmember Ron Roberts) and UNANIMOUSLY APPROVED.

5.0 INFORMATION ITEMS

5.1 Monthly Financial Report

Heather Copp reported on the May and preliminary June reports. The June report is not final because invoices are still being processed and it should be final within the next couple weeks. It appears that SCAG will be at or under budget in all of its categories. SCAG also ended FY 2004 with no outstanding balance on the line of credit and also spent approximately \$125,000 less on the line of credit than in the previous year.

5.2 CFO Staff Report

Heather Copp reported that SCAG is currently closing the FY 2003-2004 books. Finance is currently preparing for the KPMG audit in September and the OWP Caltrans Audit in the fall. We are currently looking at our procurement and contracting processes as well as project files and final work products, to make sure they are all complete and accessible to the auditors.

Finance will begin the FY 2005-2006 budget process shortly. It should be a more comprehensive document that will include the general fund, OWP, indirect cost allocation, and fringe budgets all in one document. It will also include a summary of the OWP including a matrix.

6.0 AUDIT/BEST PRACTICES SUBCOMMITTEE

Vice-Mayor Sidney Tyler reported that SCAG has received a good evaluation of the FY04-05 ICAP Audit and received any approval in record time.

Caltrans is preparing to audit the OWP of FY 03-04 and may go back through FY 01-02. It is probable that Caltrans will be looking at the Subregions including the recordkeeping and billing at that level. Ed Paul, Internal Auditor, will be visiting the Subregions before Caltrans begins their audit.

He added that the Subcommittee approved an Internal Audit Work Plan for FY 04-05.

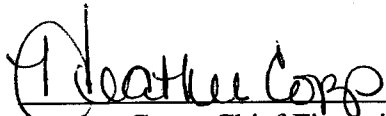
7.0 FUTURE AGENDA ITEMS

- Guidelines for Partnerships and Sponsorships Funding

8.0 ANNOUNCEMENTS

9.0 ADJOURNMENT

Chairman Richard Dixon adjourned the meeting at 9:50 a.m.



Heather Copp, Chief Financial Officer
Staff to the Administration Committee